



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	ADMINISTRATIVE AIDE
3	Posting Number	PN# 111858
4	Department	SOLID WASTE MANAGEMENT
5	Division	ADMINISTRATION
6	Section	OFFICE OF THE DEPUTY DIRECTOR
7	Reporting Location	611 WALKER*
8	Workdays & Hours	M - F, 8 AM - 5 PM*
		*SUBJECT TO CHANGE

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**
Operates COH motor vehicle to conduct messenger tasks on a regularly scheduled basis. Conveys documents, parcels, parts, or supplies to designated locations in a timely manner. Receives incoming mail and distributes internal correspondence within the organization as well as collect outgoing mail. Able to operate photocopier and various other office equipment. May perform basic personal computer duties and assist with special projects as requested. Types, proofreads and edits correspondence, reports, requisition, etc. Performs as backup when needed for office of the Deputy Director such as requisitioning/purchasing of office supplies. Establishes and maintains assigned records. Maintains records, interprets data and may prepare complex reports that may be semi-technical in nature.

10 **WORKING CONDITIONS**
This position is physically comfortable; the individual has discretion about walking, standing, etc.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**
Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. As might normally be acquired through attainment of a high school diploma or a GED.

12 **MINIMUM EXPERIENCE REQUIREMENTS**
Two (2) years of clerical or administrative experiences are required.

13 **MINIMUM LICENSE REQUIREMENTS**
Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**
Basic knowledge of Microsoft Office, Excel and Word.

15 **SELECTION/SKILLS TESTS REQUIRED** *None*

16 **SAFETY IMPACT POSITION** ☒Yes ☐No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 10

\$723 - \$1,004 Bi-weekly \$18,798 -\$26,104 Annually

18 **OPENING DATE** July 5, 2006

19 **CLOSING DATE** July 11, 2006

20 **APPLICATION PROCEDURES**
Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-9282. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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